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ABSTRACT

This Local Education Agency (LEA) Self Analysis Instrument for ESEA Title I is one of the products developed and validated by the SEA (State Educational Agencies) Management of Compensatory Education, a multistate project funded through ESEA Title V-505. An additional product of the project was a LEA Process Model said to support the self-evaluation instrument by identifying the "key" processes or activities that must be accomplished if improvement is desired as the result of self-analysis. Representatives from each State Educational Agency, their selected Local Education Agencies, the U.S. Office of Education, and the Communication Technology Corporation of Marlton, New Jersey formulated this instrument for self-analyzing the effectiveness of the administration of an ESEA Title I program in a Local Education Agency. The instrument contains eight sections representing aspects of program administration: Organization, Program Design, Management, Evaluation, Dissemination, SEA/LEA Training, Technical Assistance, and Legislation. Each section contains a grouping of criterion statements that identify what was believed to be ideal administrative practices for the four recognized phases of Title I program administration: Pre-Application, Application Preparation, Application Review and Approval, and Program Operation. Sections on Dissemination, Training, and Assistance contain criterion statements dealing specifically with whether bilingual/bicultural needs of populations served are being met in these areas. (Author/AM)

ED110556

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SEA MANAGEMENT OF COMPENSATORY EDUCATION

Special Project Grant Under Section 505, Title V
of the Elementary and Secondary Education Act of 1965
P.L. 89-10 as Amended

LOCAL EDUCATION AGENCY SELF ANALYSIS INSTRUMENT FOR ESEA TITLE I

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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UD 015370

ORGANIZATION: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____

DATE: _____

JUL 03 1975

INTRODUCTION

SEA Management of Compensatory Education is a multi-state project funded through a grant under Section 505, Title V of the Elementary and Secondary Act of 1965, as amended. This grant, beginning in 1972 and spanning a three year period, enabled representatives from the states of Alabama, Arkansas, California, Colorado, Minnesota, New Jersey and North Carolina to cooperatively develop and validate the enclosed Self-Analysis Instrument.

Representatives from each State Education Agency, their selected Local Education Agencies, the U. S. Office of Education and the Communication Technology Corporation of Marlton, New Jersey formulated this instrument for self-analyzing the effectiveness of the administration of an ESEA Title I Program in a Local Education Agency.

This instrument is comprised of a series of criterion statements that identify "ideal" (what should be) administrative practices for Title I. For purposes of organization and utility, criterion statements have been classified and presented in accordance with the following critical aspects of program administration:

1. Organization
2. Program Design
3. Management
4. Evaluation
5. Dissemination
6. In-Service Training
7. Technical Assistance
8. Legislation

Each section contains a grouping of criterion statements regarding, where applicable, the four recognized phases of Title I Program admininstration, namely:

1. pre-application
2. application preparation
3. application review and approval
4. program operation

Three of the instrument sections contain criteria that specifically reference bilingual/bicultural awareness of the population being served. Their purpose is to determine if dissemination, training and technical assistance are provided in the language of the population served.

An additional product of this project is an LEA Process Model which serves as a supporting instrument to the Self-Analysis Instrument. The Process Model serves to identify the "key" processes or activities that must be accomplished if improvement is desired as a result of self-analysis. In addition to identification, it provides the opportunity to plan, assign responsibility and monitor the processes or activities associated with each criterion statement. (Detailed information regarding the Process Model and its use is presented as part of the Process Model.)

SPECIFIC INSTRUCTIONS FOR SELF-ANALYSIS INSTRUMENT COMPLETION

To maximize its effectiveness, it is recommended that all staff members associated with the administration of Title I activities have the opportunity to complete the instrument. Sufficient time and adequate meeting space should be reserved to permit staff members to discuss their individual ratings in order to reach a mutural concensus. Their consensus should be recorded on a single instrument thereby reflecting the agreed upon status of the agency in its ability to administer the ESEA Title I Program.

When rating each criterion statement, the following factors MUST be adhered to:

1. The rater should read an entire section for overall content and inclusiveness prior to rating each individual criterion contained therin.

2. All criteria must be rated based upon your knowledge of the administration of Title I during the most recently completed program year.

3. When rating criteria which contain both a primary and secondary rating scale, the rater should complete the secondary scale first.

4. Criterion rating should be in terms of "what existed" not "what ought to exist".

5. Participating staff members will encounter situations where they have "little" or "no" knowledge of a criterion referenced practice. This should be so noted in the comments column and a rating should not be given.

6. When a criterion statement begins with "The Local Education Agency", it concerns the total agency of which Title I is a part.

7. When a criterion statement begins with "The LEA Title I Organization", it concerns only the Title I Organization within the agency.

RATING SCALE DEFINITIONS

The rating scale definitions can be found on the last page of this Self-Analysis Instrument. They have been located at the end for convenience of reference or removal when the self-analysis is being performed.

ORGANIZATION

CRITERIA/RATING	COMMENTS
1. The Local Education Agency assesses its total organizational needs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The Local Education Agency has a formal organization chart which includes operating and administrative relationships of the LEA Title I Organization to other departments within the Local Education Agency as well as other Compensatory Education Programs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The Local Education Agency establishes clearly stated organizational objectives for its Title I Organization. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
4. The Local Education Agency approves the hiring of sufficient staff to meet the organizational objectives established for its Title I Organization. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
5. The Local Education Agency provides facilities for the effective operation of its Title I Program staff. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE 5	

ORGANIZATION (cont'd.)

CRITERIA/RATING	COMMENTS
6. The Local Education Agency has an inter-departmental staff assignment plan to support the activities of its Title I Organization. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
7. The LEA Title I Organization provides for meetings with Title I parent councils to participate in planning for development, implementation, and evaluation of Title I Programs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
8. The LEA Title I Organization has current job descriptions for each staff position which are available upon request. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
9. The LEA Title I Organization has current specific qualifications required for each staff position. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
10. The LEA Title I Organization employs staff based on applicant competency without discrimination to race, color creed, national origin and sex. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

ORGANIZATION (cont'd.)

CRITERIA/RATING	COMMENTS

11. The LEA Title I Organization has a staff assignment plan.

The staffing plan provides for (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	fiscal management - all areas
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	parental involvement
( )	( )	( )	non-public school participation
( )	( )	( )	comparability
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	interpretation of and compliance with regulations and guidelines
( )	( )	( )	program management/administration
( )	( )	( )	property management
( )	( )	( )	staff development
( )	( )	( )	technical assistance
( )	( )	( )	local neglected and delinquent
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	monitoring visits
( )	( )	( )	attendance at conferences
( )	( )	( )	implementing Workshops/Conferences
( )	( )	( )	application preparation
( )	( )	( )	reviewing, approving, processing applications
( )	( )	( )	dissemination

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

12. The LEA Title I Organization has policies and procedures for evaluating each staff person.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

PROGRAM DESIGN

CRITERIA/RATING	COMMENTS
1. The LEA Title I Organization program goals are coordinated with but not limited by SEA or LEA educational goals and priorities for purposes of program design criteria. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The LEA Title I Organization participates with the SEA in the development of procedures and guidelines for state-wide Title I Program Design. **The participation exists in (rate each item):** **YES NEED FOR IMPROVEMENT — LITTLE / GREAT; NO — DOES NOT EXIST** ( ) ( ) ( ) budget ( ) ( ) ( ) resource identification/coordination/utilization ( ) ( ) ( ) interpretation of and compliance with regulations and guidelines ( ) ( ) ( ) parental involvement ( ) ( ) ( ) needs assessment ( ) ( ) ( ) project participants ( ) ( ) ( ) non-public school participation ( ) ( ) ( ) performance objectives ( ) ( ) ( ) evaluation design ( ) ( ) ( ) dissemination design ( ) ( ) ( ) project management/administration MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The LEA Title I Organization has policies, procedures and schedules for the submission, review and approval of applications. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
4. The LEA Title I Organization has a project review check list for processing and submitting its application. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE 8	

PROGRAM DESIGN (cont'd.)

CRITERIA/RATING	COMMENTS
5. The LEA Title I Organization uses its evaluation findings in developing its Title I Program. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
6. The LEA Title I Organization develops its Title I Program Application with the involvement of its parent councils. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

MANAGEMENT

CRITERIA/RATING	COMMENTS

1. The LEA Title I Organization has a management information and reporting system.

The management information and reporting system provides for (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	establishing and maintaining Title I Organization/LEA communication channels
( )	( )	( )	permitting timely notification of project approval
( )	( )	( )	permitting timely response to Federal/SEA information requirements
( )	( )	( )	fiscal management - all areas
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	comparability
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	parental involvement
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	performance objectives
( )	( )	( )	compliance with regulations and guidelines
( )	( )	( )	evaluation
( )	( )	( )	project management/administration
( )	( )	( )	dissemination
( )	( )	( )	in-service training - staff
( )	( )	( )	in-service training - parents

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

2. The LEA Title I Organization has policies and objectives for monitoring visits to target schools and other project components.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

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MANAGEMENT (cont'd.)

CRITERIA/RATING	COMMENTS
3. The LEA Title I Organization has procedures for monitoring target schools and other project components.	

The monitoring procedures include (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	project budget
( )	( )	( )	in-service training
( )	( )	( )	comparability
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	parental involvement
( )	( )	( )	needs assessment
( )	( )	( )	participant eligibility
( )	( )	( )	performance objectives
( )	( )	( )	project scope, size, quality
( )	( )	( )	evaluation
( )	( )	( )	project management/administration

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

4. The LEA Title I Organization has a schedule of monitoring visits to target schools and other project components.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

5. The LEA Title I Organization has standardized statistical reporting forms.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

MANAGEMENT (cont'd.)

CRITERIA/RATING	COMMENTS
6. The LEA Title I Organization has financial management procedures and guidelines for target schools and other project components. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
7. The LEA Title I Organization has procedures and guidelines to respond to complaints. **The procedures and guidelines address complaints from (rate each item):** **YES — NEED FOR IMPROVEMENT: LITTLE / GREAT; NO — DOES NOT EXIST** ( ) ( ) ( ) Title I parent councils ( ) ( ) ( ) parents ( ) ( ) ( ) non-parents ( ) ( ) ( ) community groups ( ) ( ) ( ) pupils ( ) ( ) ( ) teachers ( ) ( ) ( ) non-public schools ( ) ( ) ( ) Title I staff ( ) ( ) ( ) principals MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

EVALUATION

CRITERIA/RATING	COMMENTS
1. The Local Education Agency assesses its total evaluation needs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The Local Education Agency prepares a statement of scope, intent and direction of its total evaluation objectives. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The LEA Title I Organization has a Title I evaluation plan in accordance with State Title I evaluation requirements. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) (✓) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
4. The LEA Title I Organization has a Title I evaluation plan in accordance with the Local Education Agency evaluation requirements. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
5. The LEA Title I Organization's evaluation plan contains a formal schedule of evaluation activities. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

EVALUATION (cont'd.)

CRITERIA/RATING	COMMENTS
6. The LEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of training its Central Office Staff. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
7. The LEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of training its target school and other project component staff. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
8. The LEA Title I Organization has procedures (including instruments) for evaluating the effectiveness of training its Title I parent councils. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
9. The LEA Title I Organization has procedures (including instruments) for evaluating its target school and other project component monitoring activities. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
10. The LEA Title I Organization has procedures (including instruments) for evaluating its activities in providing technical assistance to target schools and other project components. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE **14**	

EVALUATION (cont'd.)

CRITERIA/RATING	COMMENTS
11. The LEA Title I Organization has procedures (including instruments) for identifying and evaluating exemplary programs in target schools and other project components which may merit validation. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
12. The LEA Title I Organization with the assistance of its Title I parent advisory councils develops procedures for reviewing its evaluation design and evaluation procedures. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

DISSEMINATION

CRITERIA/RATING	COMMENTS
1. The LEA Title I Organization assesses its Title I dissemination needs in; **a. ENGLISH** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE **b. OTHER LANGUAGES (e.g. Spanish, American Indian, Chinese, etc.)** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	
2. The LEA Title I Organization has policies, guidelines, procedures and plans for internal dissemination in; **a. ENGLISH** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE **b. OTHER LANGUAGES (e.g. Spanish, American Indian, Chinese, etc.)** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	
3. The LEA Title I Organization has policies, guidelines, procedures and plans for external dissemination in; **a. ENGLISH** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE **b. OTHER LANGUAGES (e.g. Spanish, American Indian, Chinese, etc.)** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) FAILS TO MEET NEEDS ( ) MEETS NEEDS (little need for improvement) ( ) DOES NOT EXIST (needed) ( ) MEETS NEEDS (great need for improvement) ( ) NOT APPLICABLE	

DISSEMINATION (cont'd.)

CRITERIA/RATING	COMMENTS
4. The LEA Title I Organization coordinates the Title I dissemination plan with the Local Education Agency plan for dissemination. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
5. The LEA Title I Organization's dissemination plan contains a formal schedule of dissemination activities. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
6. The LEA Title I Organization has procedures for the dissemination of information to target schools, other project components and Title I parent councils and disseminates on a timely basis. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
7. The LEA Title I Organization has timely dissemination of Federal/State legislative requirements, guidelines, regulations, and information to the target schools, other project components and interested publics such as non-public school administrators, parents, etc. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
8. The LEA Title I Organization disseminates to target schools and other project components (prior to the monitoring visit) its monitoring visit policies, procedures and related forms. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE 17	

DISSEMINATION (cont'd.)

CRITERIA/RATING	COMMENTS
9. The LEA Title I Organization disseminates required management information and reporting forms to target schools and other project components. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
10. The LEA Title I Organization disseminates evaluation information to target schools, other project components and parent councils concerning findings, recommendations, conclusions, etc. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
11. The LEA Title I Organization has guidelines and procedures for inter-project visits within the Local Education Agency for program improvement. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
12. The LEA Title I Organization has guidelines and procedures for visits to projects of other Local Education Agencies for the purpose of program improvement. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
13. The LEA Title I Organization has guidelines and procedures for visits to Local Education Agency Title I projects by outside visitors. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE **18**	

IN-SERVICE TRAINING

CRITERIA/RATING	COMMENTS
1. The LEA Title I Organization periodically assesses its training needs. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The LEA Title I Organization has Workshop/Conference policies, procedures and objectives. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The LEA Title I Organization provides Workshops or Conferences. **Workshops or Conferences are provided for:** **a. TITLE I CENTRAL OFFICE STAFF** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE **b. SELECTED STAFF FROM TARGET SCHOOLS AND OTHER PROJECT COMPONENTS** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE **c. TITLE I PARENT COUNCILS** MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

IN-SERVICE TRAINING (cont'd.)

CRITERIA/RATING	COMMENTS

4. The LEA Title I Organization provides materials for training its central office staff.

The staff training materials include (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	organization of LEA/target schools and other project components
( )	( )	( )	organizational goals and objectives
( )	( )	( )	Federal/State legislative requirements and information
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	cultural and language awareness for populations served
( )	( )	( )	financial areas
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	dissemination
( )	( )	( )	application/instructions content requirements
( )	( )	( )	on-going Title I staff development program
( )	( )	( )	selection of target areas
( )	( )	( )	comparability requirements
( )	( )	( )	parental involvement
( )	( )	( )	LEA/target school and other project components needs assessment
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	monitoring visits
( )	( )	( )	statistical reporting
( )	( )	( )	implementing Workshops/Conferences
( )	( )	( )	application review and approval process

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

IN-SERVICE TRAINING (cont'd.)

CRITERIA/RATING	COMMENTS

5. **The LEA Title I Organization provides materials for training target school and other project component staff.**

The training materials include (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	compliance with regulations and guidelines
( )	( )	( )	cultural and language awareness of the populations served
( )	( )	( )	resource identification/utilization/coordination
( )	( )	( )	application/instructions content requirements
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	parental involvement
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	comparability
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	designing programs
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	dissemination
( )	( )	( )	project management/administration
( )	( )	( )	financial areas

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

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IN-SERVICE TRAINING (cont'd.)

CRITERIA/RATING	COMMENTS

6. **The LEA Title I Organization provides materials for training Title I parent councils.**

The training materials include (rate each item):

YES NEED FOR IMPROVEMENT		NO DOES NOT	
LITTLE	GREAT	EXIST	
( )	( )	( )	compliance with regulations and guidelines
( )	( )	( )	cultural and language awareness of the populations served
( )	( )	( )	resource identification/utilization/coordination
( )	( )	( )	application/instructions content requirements
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	parental involvement
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	comparability
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	designing programs
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	financial areas
( )	( )	( )	project management/administration
( )	( )	( )	dissemination

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

TECHNICAL ASSISTANCE

CRITERIA/RATING	COMMENTS

1. The LEA Title I Organization has a process of obtaining SEA technical assistance.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

2. The LEA Title I Organization has procedures to respond to requests for technical assistance from target schools and other project components.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

3. The LEA Title I Organization has procedures to initiate technical assistance to target schools and other project components.

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

4. The LEA Title I Organization provides technical assistance to target schools and other project components.

Technical assistance to target schools and other project components includes (rate each item):

YES NEED FOR IMPROVEMENT LITTLE	YES NEED FOR IMPROVEMENT GREAT	NO DOES NOT EXIST	
( )	( )	( )	fiscal management - all areas
( )	( )	( )	Title I school eligibility
( )	( )	( )	project school identification
( )	( )	( )	parental involvement
( )	( )	( )	non-public school participation
( )	( )	( )	local neglected and delinquent
( )	( )	( )	comparability
( )	( )	( )	needs assessment
( )	( )	( )	Title I participant eligibility
( )	( )	( )	interpretation of and compliance with regulations and guidelines
( )	( )	( )	cooperative projects
( )	( )	( )	cultural and language awareness for populations being served
( )	( )	( )	resource identification/coordination/utilization
( )	( )	( )	performance objectives
( )	( )	( )	evaluation
( )	( )	( )	project design
( )	( )	( )	project management/administration
( )	( )	( )	dissemination
( )	( )	( )	processing of information requests
( )	( )	( )	complaints
( )	( )	( )	application preparation

MARK (✓) ONE OF THE FOLLOWING:

( ) EXEMPLARY (worthy of dissemination)
( ) MEETS NEEDS (little need for improvement)
( ) MEETS NEEDS (great need for improvement)
( ) FAILS TO MEET NEEDS
( ) DOES NOT EXIST (needed)
( ) NOT APPLICABLE

LEGISLATION

CRITERIA/RATING	COMMENTS
1. The Local Education Agency exercises its capability to facilitate or influence future Federal and State Compensatory Education legislation. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
2. The Local Education Agency assigns staff to research, maintain and coordinate with the LEA Title I Organization, all current Federal/State regulations and guidelines. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	
3. The LEA Title I Organization reviews and interprets Federal laws, regulations and guidelines in collaboration with the SEA so that consistent interpretations are maintained. MARK (✓) ONE OF THE FOLLOWING: ( ) EXEMPLARY (worthy of dissemination) ( ) MEETS NEEDS (little need for improvement) ( ) MEETS NEEDS (great need for improvement) ( ) FAILS TO MEET NEEDS ( ) DOES NOT EXIST (needed) ( ) NOT APPLICABLE	

RATING SCALE DEFINITIONS

Please rate each criterion statement using the primary and where applicable the secondary rating scale described below:

PRIMARY RATING SCALE

Mark (✓) One Of The Following:

( )	Exemplary (worthy of dissemination)	( )	Fails to Meet Needs
( )	Meets Needs (little need for improvement)	( )	Does Not Exist (needed)
( )	Meets Needs (great need for improvement)	( )	Not Applicable

EXEMPLARY (worthy of dissemination) - this rating should be used when the existing practice staisfies the requirement implied in the criterion statement in every aspect and other's might benefit from its use if it were in proper form for dissemination.

MEETS NEEDS (little need for improvement) - this rating should be used when the existing practice satisfies the requirements implied in the criterion statement to the degree that needs are being met and there is little need to improve what currently exists.

MEETS NEEDS (great need for improvement) - this rating should be used when the existing practice satisfies the requirements implied in the criterion statement to the degree that minimal needs are met, but there is a great need to improve what currently exists.

FAILS TO MEET NEEDS - this rating should be used when the existing practice fails to meet enough of the requirements implied in the criterion statement to satisfy even minimal needs.

DOES NOT EXIST (needed) - this rating should be used when a criterion is applicable but no efforts to satisfy its requirements are currently in operation or being planned.

NOT APPLICABLE - this rating should be used when, due to characteristics, the criterion referenced is not appropriate and consequently no practice exists to satisfy it.

SECONDARY RATING SCALE

A secondary rating scale which lists specific criterion components has been included in certain criteria statements for better understanding and more effective rater response to the primary scale. It is designed to enable rating of criteria components in terms of both their existence as well as priority for improvement and is explained as follows:

Yes		No
Need for Improvement		Does Not Exist
Little	Great	
( )	( )	( )

NEED FOR IMPROVEMENT/LITTLE - this rating should be used when the practice includes or addresses the individual component referenced to the degree that needs are met and there is little, if any, need to improve what currently exists.

NEED FOR IMPROVEMENT/GREAT - this rating should be used when the practice includes or addresses the individual component referenced to the degree that needs are met but there is a great need to improve what currently exists.

DOES NOT EXIST - this rating should be used when an individual criterion component is applicable but no efforts to satisfy its requirements are currently being undertaken.